



Winston F. McColl  
Director

# County of San Diego

Department of Purchasing and Contracting  
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October 6, 2011

## ADDENDUM 2 REQUEST FOR PROPOSALS (RFP) NO. 5229 TRANSLATION SERVICES

This addendum provides clarifications and corrections to the RFP listed above. Please change/revise your copy accordingly.

1. Pre-proposal sign in sheet and list of those participating in conference call are attached as a separate PDF file.
2. Word version of RFP posted as separate attachment.

Proposals are to be submitted to the front desk of the department of Purchasing and Contracting **no later than 3:00 PM Pacific Time on October 18, 2011** at:

COUNTY OF SAN DIEGO  
OFFICE OF PURCHASING AND CONTRACTING  
10089 WILLOW CREEK ROAD, SUITE 150, MAIL STOP 032  
SAN DIEGO, CA 92131

MARK THE OUTSIDE OF THE PACKAGE WITH THE NAME OF THE OFFEROR, THE RFP NUMBER AND THE SERVICE CATEGORY (AS LISTED ABOVE).

A late proposal will not be considered unless it is the only one received or there was mishandling on the part of County Purchasing staff. If you have any further questions, please contact Tracy Hudson, Procurement Contracting Officer by e-mail at [Tracy.Hudson@sdcounty.ca.gov](mailto:Tracy.Hudson@sdcounty.ca.gov).

*T. M. Hudson for*

WINSTON F. McCOLL, Director  
Department of Purchasing and Contracting

WFM:tmh

## RFP #5229 TRANSLATION SERVICES

### Addendum 2 – Questions & Answers

- Q1. Is RFP NO 5229 – Registrar of Voters Translation Services available as an MS Word document to facilitate completion of the various required forms?  
A1. Yes. Please see Word version posted as separate attachment.
- Q2. What if any hardware and software will be provided for the contractor to use for the completion of the data input for each election?  
A2. No hardware or software will be provided for use by the contractor.
- Q3. What is the method of delivery for the ballots to San Diego?  
A3. Text can be delivered by email or FTP using contractor FTP site.
- Q4. Does the county handle assuring the machines running GEMS has the required font installations or is this something that will be performed by the contractor?  
A4. The required fonts are imbedded in the translation file using RTF coding
- Q5. What version of GEMS software is currently being used?  
A5. 1.18.24
- Q6. Is training for GEMS a chargeable fee on the contract?  
A6. No.
- Q7. Are portions of the contract required to stay in-state?  
A7. No.
- Q8. If a subcontractor is located in another state, what is the process for submitting a Form 590 to exempt that portion of payment from withholding?  
A8. Prime contractor is responsible for all State of California tax forms.
- Q9. The RFP states that the contractor must be available for issues that may arise during the election. Can you elaborate? (i.e. available by phone, on-site, etc.)  
A9. The vendor should be available 7/24 during the election cycle, E-90 to Election Day, with the ability to converse electronically or telephonically as necessary during that period of time. For Pre and Post election meetings, we prefer on-site meetings.
- Q10. In the event that the actual task exceeds the estimate by the county, does the contract require an extension by the county or will the funding be automatically allocated to handle the additional work?  
A10. Contract value is subject to availability of funds.
- Q11. Who is the incumbent?  
A11. CTS Language Link, 911 Main Street, Suite 10, Vancouver, WA 98660
- Q12. What is the rate for Vietnamese, Tagalog and Spanish Translation?  
A12. \$0.23 per word for Vietnamese, Filipino, and Spanish
- Q13. What is the rate for Vietnamese, Tagalog and Spanish Proofreading?  
A13. \$65.00 per hour of English to English proofing

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Addendum 2 – Questions & Answers

- Q14. Paragraph 5.2.5 states that contractor to assign a Project Manager, how many hours have been allocated for the Project Manager position?  
A14. The vendor decides the number of hours required by the Project Manager and they need to factor that cost into per word/record/unit costs as appropriate, refer to Exhibit C.
- Q15. Are the translators need to be ATA certified, if there is a certification, or Court certified?  
A15. See California Election Code §14111.
- Q16. Must translators live in the County of San Diego or can they live someplace else in the USA?  
A16. No, the translators do not need to live in the County of San Diego.
- Q17. When you state that translators must be approved from an institution accredited by the Western Association of Schools and Colleges, what does that mean?  
A17. See California Election Code §14111.
- Q18. Paragraph 7.6 states that contractor shall provide training to new translators on an agreed upon protocol and procedure, will this training be paid, and how many hours will be allocated?  
A18. The cost for training new translators is not a line item in the RFP. The vendor needs to decide if the cost of the training should be incorporated as part of the per word/record/unit cost as appropriate, refer to Exhibit C.
- Q19. Paragraph 8.1-According to this paragraph, it states that the ROV will approve the final invoice for payment after ELECTION DAY. Invoices must be submitted no later than 30 days following delivery/ mailing or 10 days following the election, whichever is earlier. Can you please explain? Does it mean that vendor cannot submit invoices every week or bi-weekly or monthly?  
A19. Vendor can either submit an invoice after delivery of the product or the vendor can wait and submit an invoice dated 10 days after Election Day. ROV staff will be reviewing, approving and submitting the invoices for payment after Election Day. See Exhibit A, Statement of Work, 8.1. There should be one invoice for official ballot text, one invoice for sample ballot pamphlet and one invoice for other election-related material.
- Q20. Paragraph 8.2-Can the vendor bill for the hours it is going to take to write the report for the breakdown of items on the invoice by the cost per seat, per position and per jurisdiction? This is a job of the project manager.  
A20. The vendor decides the number of hours required by the Project Manager and they need to factor that cost into per word/record/unit costs as appropriate, refer to Exhibit C.
- Q21. Can the County raise the amount allocated for the 1st year of \$225,000-it will not even cover translation cost, let alone, the rest of the costs? (I would suggest raising it to \$500,000. The 2<sup>nd</sup> & 3<sup>rd</sup> year raising it from \$175,000 to \$300,000.)  
A21. Contract value is subject to availability of funds.
- Q22. On page 16, item 3.3. Fiscal management process. Could the county elaborate what it is they would like the contractor to show?  
A22. The County has deleted this requirement. You are not required to provide a response to 3.3.3.

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Q23. On page 16, item 3.4.1 mentions that the contractor has to provide audited financial statements for the last three (3) years. We are a small business and thus we do not have an Annual Report or audited financial statements. Can we provide our compiled financial statements instead which will include our profit and loss, with a letter from our CPA certifying their validity? Or do you suggest any other alternative?

A23. Yes.

Q24. Does there exist performance test pass/fail scoring criteria or measurement tools?

A24. To be answered in a subsequent addendum.

Q25. What are the credentials of the performance test evaluators?

A25. To be answered in a subsequent addendum.

Q26. Is there past performance test requirements and results from previous vendors?

A26. No.

Q27. Is there a regulation that authorizes or justifies asking a vendor to absorb an enormous cost associated with the high demands of the performance test without clearly detailing the evaluation process and credentials of those doing the evaluation in order to make a very important decision on behalf of the vendor and ROV?

A27. To be answered in a subsequent addendum.

Q28. Section 1.5 Litigation requests a letter from council regarding any lawsuits or pending litigation. Is this letter still required if we do not have anything to report?

A28. Yes. The letter can state there are no lawsuits or any pending litigation

Q29. Section 3.4 Financial Information requires audited financial statements. As a privately owned company, we have compilation financials instead. Will these be acceptable?

A29. Yes.